



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Child Development Consultant				Program Monitoring Consultant	
BRANCH					
Opportunities for All Branch					
DIVISION				OFFICE	
Early Education Division				Program Quality Implementation - North	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	4728	174-656-2834-005	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under the general supervision of the Education Administrator I of the Program Quality Implementation (PQI) - North Office of the Early Education Division (EED), the incumbent is responsible for monitoring California State Preschool Programs (CSPPs). The incumbent works collaboratively to support the implementation of high-quality and inclusive educational settings. The incumbent is knowledgeable about early learning program administration, including CSPP and Transitional Kindergarten (TK). The incumbent serves in an educational leadership role for promoting quality early learning program implementation at the local, regional, and state levels. This position requires the incumbent to travel extensively when monitoring in Northern California					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The incumbent reports to the Education Administrator I in the PQI - North Office of the EED.					
SUPERVISORY RESPONSIBILITIES					
This position does not exercise supervisory duties but may act as lead.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position is headquartered in Sacramento and may be eligible for a hybrid telework schedule for eligible applicants residing in California. A hybrid telework schedule includes working remotely and physically reporting to the office. This position requires long periods of time sitting in front of a computer workstation; repetitive use of hands, forearms, and fingers to operate a laptop, mouse, and keyboard. This position requires the incumbent to travel extensively.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Program Monitoring and Consultation: Conducts contract monitoring reviews of California State Preschool Program (CSPP) contractors to ensure contractors' compliance with state laws and regulations as set forth in the annual CSPP contract terms and conditions. The incumbent supports contractors through a continuous improvement model and consults with contracted agency representatives, other governmental agencies, and internal and external interest holders, including, but not limited to, program directors, curriculum specialists, teachers, parents, and representatives from the early learning community to develop and implement CSPP programs that promote the vision, mission, and goals of the State Superintendent of Public Instruction (SSPI), the CDE, and the EED by using the Classroom Assessment Scoring System (CLASS) to promote high-quality and inclusive State Preschool Programs. The incumbent promotes inclusive and equitable educational techniques and positive experiences proven to promote the early learning and well-being of all children, such as early education strategies, school transition strategies, and enrichment activities. The incumbent develops and provides guidance. The incumbent uses data, including, but not limited to the Program Self-Evaluation, the Desired Results Developmental Profile, and CLASS, to inform and target training and technical assistance to support high quality and inclusive State Preschool programs, recommend revisions to monitoring documents, and prepare final monitoring reports. Extensive travel through Northern California.

Relative % of Time Required: ☐ Essential Function ☒ Non-Essential Function

Duties Performed

Document Preparation: Writes, reviews, edits, and prepares briefings and reports, advisories, budget change proposals, and request for funding applications. The incumbent actively engages in the development of written guidance to CSPP contractors, policy, and regulations; reviews and responds to Program Self-Evaluation, Equipment Purchase Approval Request, and license exemption request submissions from CSPP contractors, in addition to assisting with other waiver processes, as needed; prepare Establish Local Agreement Requests for proposed contract changes; prepares written responses to letters and other inquiries; and drafts correspondence for the signature of others, including, but not limited to, the SSPI, as appropriate. The incumbent works with leadership and staff to develop monitoring goals and objectives.

Relative % of Time Required: ☐ Essential Function ☒ Non-Essential Function

Duties Performed

Presentations: Develops and conducts presentations for webinars, meetings, trainings and technical assistance to CSPPs. The incumbent collects and analyzes data, utilizing program and interest holder input to develop resources and trainings to provide technical assistance to CSPP contractors. The incumbent regularly engages CSPP contractors on a monthly and quarterly basis.

Relative % of Time Required: 10	☐ Essential Function	☒ Non-Essential Function
Duties Performed		
Miscellaneous Projects: Participates in internal and external projects that support continuous quality improvement, including, but not limited to System of Support, interest holder meetings, CLASS and DRDP professional development. The incumbent researches current educational issues relating to various early learning programs and stays current on trends in early learning. The incumbent will participate in activities to improve program quality and support programs to foster school readiness and improve child outcomes.		

Relative % of Time Required: 5	☐ Essential Function	☒ Non-Essential Function
Duties Performed		
Administrative Duties: Participates in staff meetings, works collaboratively with the supervisor to manage workflow, keeps the supervisor apprised of the status of projects and problems, participates in conference planning activities, and assists other staff with critical projects as needed.		

Relative % of Time Required: 5	☐ Essential Function	☒ Non-Essential Function
Duties Performed		
Other duties as required.		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Maintain consistent and regular attendance; communicate effectively (orally and in writing); complete assignments in a timely and efficient manner; adhere to departmental policies and procedures; possess knowledge of principles, practices, and trends in early education and the California public school system; establish effective working relations; exercise tact, resourcefulness, and judgment; complete CLASS Pre-K-3rd 2nd Edition Observation training; successfully pass the CLASS reliability exam following the training; maintain an active certification through a yearly certification from Teachstone; complete the CLASS Observer Support Series and the CLASS Environment Training; support the implementation of the Universal PreKindergarten System of Support in collaboration with other CDE offices; ensure the appropriate and timely use of data to support continuous improvement efforts (both internal CDE improvement efforts and quality improvement supports for the field); Support division's implementation of CLASS, including collaborating with other offices, providing training on CLASS, monitoring contractors using the CLASS tool.

PERSONAL CONTACTS

Contact with all levels of departmental employees, including managers and administrators. External contact with public and private agencies, including local educational agencies and community-based organizations.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME

MANAGER/SUPERVISOR SIGNATURE

DATE

HRD C&P ANALYST

HRD APPROVAL DATE

EFFECTIVE DATE

DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor



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Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under the guidance of the Education Administrator I of the Program Quality Implementation (PQI) - North Office of the Early Education Division (EED), the incumbent performs journey-level monitoring, consultation, and technical assistance activities related to California State Preschool Programs (CSPPs). The incumbent works collaboratively to support the implementation of high-quality and inclusive educational settings. The incumbent is knowledgeable about early learning program administration, including CSPP and Transitional Kindergarten (TK). The incumbent serves in an educational leadership role for promoting quality early learning program implementation at the local, regional, and state levels. This position requires the incumbent to travel extensively when monitoring in Northern California					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The incumbent reports to the Education Administrator I in the PQI - North Office of the EED.					
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Relative % of Time Required: ☐ Essential Function ☒ Non-Essential Function

Duties Performed

Document Preparation: Writes, reviews, edits, and prepares briefings and reports, advisories, budget change proposals, and request for funding applications. The incumbent actively assists in the development and revisions of written guidance to CSPP contractors, policy, and regulations; reviews and responds to Program Self-Evaluation, Equipment Purchase Approval Request, and license exemption request submissions from CSPP contractors, in addition to assisting with other waiver processes, as needed; prepare Establish Local Agreement Requests for proposed contract changes; prepares written responses to letters and other inquiries; and drafts correspondence for the signature of others, including, but not limited to, the SSPI, as appropriate. The incumbent works with leadership and staff to develop monitoring goals and objectives.

Relative % of Time Required: ☐ Essential Function ☒ Non-Essential Function

Duties Performed

Presentations: Assists in the development and delivery of presentations for webinars, meetings, trainings and technical assistance to CSPPs. The incumbent collects and analyzes data, utilizing program and interest holder input to develop resources and trainings to provide technical assistance to CSPP contractors. The incumbent regularly engages CSPP contractors on a monthly and quarterly basis.

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